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REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS&T/OSA-61-6

1. TITLE OF REPORT (If a fill-in report include Form No.)

Schedule of expenses and obligations Form 565

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-MADE LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED: 4

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 1-OF, 1-OSA, [redacted] STA

7. FORMAT (memorandum, form, computer print-out, etc.): Form

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: [redacted] STA

10. PREPARING COMPONENT (Include lowest level contributing information to report): [redacted] STAT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Class A Financial records

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	$7.51		3		$22.53		12		$270.36

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $270.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency Budget and Accounting requirements

14. FUTURE GOALS

ORL PROPOSED BY COMPONENT FOR THIS REPORT: [X] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

15. DATE OF INVENTORY: 8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Budget Officer/OSA STAT

18. EXTENSION: [redacted] STA

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STAT

DDM 711-2 Classification

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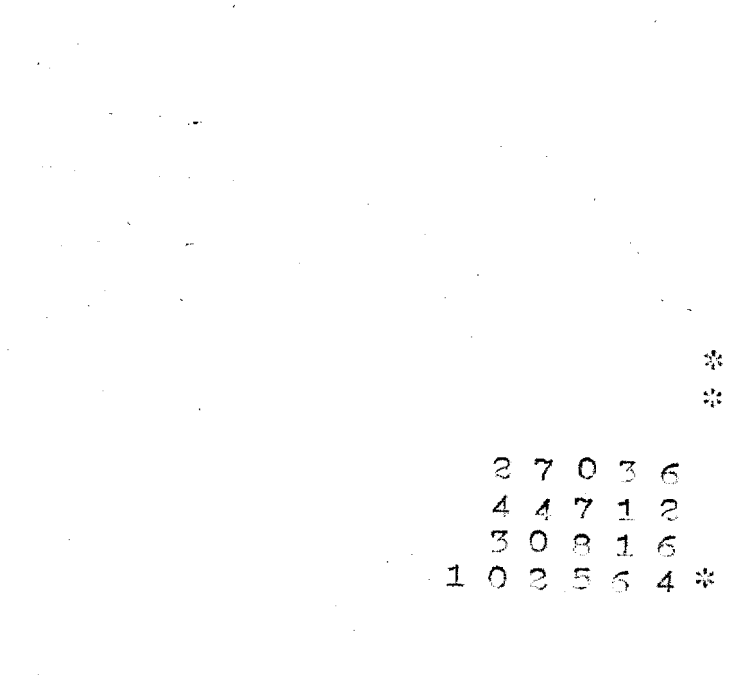

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